

## TOWN MANAGER'S WEEKLY REPORT



July 2, 2014

### Town Manager

The Town conducted a joint work session with the Planning Commission on Monday, June 30th to discuss the proposed Code Amendments to Urban Forestry (Chapter 156), Zoning (Chapter 175), and Subdivision & Land Development (Chapter 148).

The Planning Commission has recommended that Town Council approved the proposed revisions to these Code Sections to enhance and update how the Town addresses development issues.

Town Council requested that the Town Attorney provide input regarding the proposed Amendments.

Additional work sessions will be scheduled to discuss Chapter 148 changes.

As always, please feel free to contact this office with any ideas or suggestions to improve how the Town provides service to our community.

### Department Updates

#### *Last Week:*

Our Planning Department processed 9 Zoning permit, 1 sign permits, 5 Business Licenses, and 13 Code Violation actions. Staff attended the Planning Commission Work Session and Meeting, met with the provider of the permitting software, met with staff about the new Police Headquarters, and met with citizens about development issues. The Planning Commission is reviewing a draft Ordinance Amendment for campground regulations, Tourism Zones, and Smoking Lounges, reviewing a Special Use Permit for a Bed & Breakfast on Druid Hill, reviewing the development plan for the WWTP, evaluating tourism rental regulations, reviewing the Entrance Corridor restrictions, reviewing the Leach Run Parkway design, and the rezoning application for the new Middle School. The first meeting of the Steering Committee for the update to the Comprehensive Plan is July 9.

Our Police Department continued to provide patrol and enforcement within the Town. This week the Police Department received 780 calls to our Dispatch Center, our officers responded to 355 calls for service, issued 48 traffic citations, 2 DUI arrests, and 13 traffic accidents.

Our Environmental Services crews conducted maintenance on the sanitary sewer system on Remount Road, East 5th Street, and throughout Town as needed. Our crews also conducted maintenance on the water system on East Prospect Street, Jamestown Road, Randolph Avenue, and as needed. Our sign crews installed and repaired 6 signs. The Horticulture Division conducted horticulture maintenance

throughout the Town. Our Building and Grounds Division began transferring records from Town Hall to containers in the DES yard and conducted maintenance at our Town facilities. Our Fleet Maintenance Division performed 10 preventative maintenance services, conducted 1 State inspections, conducted 2 jump starts, repaired 2 flat tires, and other unscheduled repairs to vehicles and equipment. Our Solid Waste Division collected 23 on-call collections as requested.

Crews at our Wastewater Treatment Plant continued to address issues with discharge from Dominion, toured students from the Governor's School, maintained the septage receiving tanks, and performed routine maintenance and operations. Crews at our Water Treatment Plant maintained the 4H pump, maintained the PACL feed system, and performed routine maintenance and operation.

Our Energy Services Department reported 4 outages: a 30 minute outage on 6/25 that affected 1 customer on Criser Road due to an equipment failure; a system wide "blink" on 6/27 due to the feed from REC; a 61 minute outage on 6/29 that affected 5 customers on Duck Street due to equipment failure; and a 22 minute outage on 6/29 that affected 4 customers on East 6th Street due to equipment failure. Our contractor continues grading work at the Riverton Substation. Crews continued to maintain our electrical system and are installing wildlife guards to reduce the number of animal related incidents.

Our IT Department completed the public service video for fireworks safety, continued development of the online job application process, maintained CID and Dispatch workstations, prepped for migration of Town email services to Microsoft, and continued work order completion.

Our Visitor's Center investigated banner options for the Veterans Day Program, investigated costs for television advertising, and investigated other advertising opportunities. Staff welcomed 1,090 visitors to the Center and had 3,936 visits to our website.

Our Finance Department processed 1,970 payment receipts, mailed 491 delinquent utility bills, processed 128 move-in/move-out work orders, disconnected 47 utility accounts, in addition to their normal work activities. We also processed 545 drive through payments, 29 Saturday drive through payments, 48 on-line utility payments, and 5 on-line tax payments.

Our Risk Management Department processed 0 employee injury claims and 2 citizen claims.

Our Human Resources Department advertised numerous positions and received applications for those already advertised. The Town currently has 7 full-time and 1 part-time open positions, with 2 full-time offers pending and 0 part-time offer pending. Staff continued development of on-line job application process.

#### *Upcoming Week:*

Our Planning Department will meet with citizens with zoning questions.

Our Police Department will continue to patrol the Town.

Our Department of Environmental Services plans to conduct preventative maintenance throughout Town.

Our Department of Energy Services will conduct routine maintenance of various lines and substations throughout our service area. Our contractor will continue work on the Riverton Substation.

Our IT Department will continue routine maintenance of the Town's network and computer systems.

Our Tourism Department will continue to welcome visitors.

Our Risk Management and Human Resources Departments will continue address safety and personnel issues.

### Civic Events

Samuels Public Library has numerous events scheduled throughout the week, and now have Sunday hours of operation. Information can be found <http://www.samuelslibrary.net/>

The Town offices will be closed on Friday, July 4th and the drive through will be closed on Saturday, July 5th in observance of Independence Day.

The Town Council will conduct a work session at 7:00 pm on Monday, July 7th in the 2nd floor Council Chambers at the Administration Building.

The Fireman's Carnival will commence at the Carnival Lot beginning Wednesday, July 9th.